

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**



AIR FORCE INSTRUCTION 32-6004

374TH AIRLIFT WING COMMAND

Supplement 1

28 NOVEMBER 2001

Civil Engineering

FURNISHINGS MANAGEMENT (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This supplement applies to assigned, attached, tenant, and supported units. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this publication are 10 U.S.C. 9832, Property Accountability. 374 AW Form 63, **Housing Supply Signature Record (PA)**, is affected by the Privacy Act and has an appropriate Privacy Act Statement. System of records notice F067 AF A, Government Furnishings Issue Record, applies.

SUMMARY OF REVISIONS

Updates office symbols, office names, publication title, and form title. New or revised material is indicated by a (|).

AFI 32-6004, 5 May 1994, is supplemented as follows:

1.6. The 374th Civil Engineer Squadron Housing Flight Furnishings Management Office (374 CES/CEHM), provides furnishings repair service through 374 CES Furniture Maintenance (374 CES/CEHMF).

3.7.2. 374 CES/CEHMF prepares 374 AW Form 13, **Furnishings Maintenance Work Order**, in 3 copies, for each furnishings item to be repaired. More than one item may be listed on the form if all items have the same stock number. The form is self-explanatory. Copies 1 and 2 are kept for shop processing. Copy 3 is given to the customer as a receipt.

4.3.4. 374 CES/CEHM uses 374 AW Form 57, **Household Furnishings and Appliances Issue Record**, and 374 AW Form 57a, **Household Furnishings and Appliances Turn-In Record**, to record informal document type issues and turn-ins so that proper certificates and machine posting code blocks may be pre-printed. These forms are self-explanatory. When necessary, these forms are overprinted and used as cover sheets to machine listings. Nomenclatures for mass issues and turn-ins are also preprinted. These forms are prepared in 5 copies. Copy 1 is filed in the custody receipt folder, copy 2 is given to the customer, copy 3 is kept in the customer service annex file, copy 4 is given to the drayage contractor, and copy 5 is sent to the Defense Finance and Accounting Service (DFAS). 374 CES/CEHM also uses 374 AW Form 61, **Household Appliance Component Parts List and Serial Number Record**, to record models and serial numbers of appliances issued to off-base private rental quarters and to control component parts liable to be easily lost. The form is self-explanatory. It is prepared in 2 copies. Copy 1 is filed in the custody receipt folder and copy 2 is given to the customer.

4.3.5. (Added)(374 AW). 374 CES/CEHM uses 374 AW Form 63 to record signature authorizations and pertinent personnel data for customers, including billet account custodians. The form is self-explanatory. It is prepared in 2 copies. Copy is kept in the custody receipt folder and copy 2 is kept at the servicing customer order desk.

6.5. Electric ranges and dryers are issued to off-base private rental quarters only when occupants have permission to install and electrical circuits are certified adequate. Occupants use 374 AW Form 30EJ, **Certificate of Electric Circuits for Electric Dryer**, to obtain permission to install from the landlord and certification of circuit adequacy from the local Japanese electrical company-licensed technician. The form is self-explanatory. It is completed in 2 copies. Copy 1 is kept by 374 CES/CEHM and copy 2 by the customer.

8.1. (Added)(374 AW). Forms Prescribed.

374 AW Form 13, **Furnishings Maintenance Work Order**

374 AW Form 30EJ, **Certificate of Electric Circuits for Electric Dryer**

374 AW Form 57, **Household Furnishings and Appliances Issue Record**

374 AW Form 57a, **Household Furnishings and Appliances Turn-In Record**

374 AW Form 61, **Household Appliance Component Parts List and Serial Number Record**

374 AW Form 63, **Housing Supply Signature Record (PA)**

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